

2015  
SANDY BEACH  
OPERATIONS  
MANUAL

TOWN OF ELLINGTON  
RECREATION DEPARTMENT  
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## **Sandy Beach Regulations**

### **ELIGIBILITY**

\***During all open hours:** Town residents, Taxpayers, Out of Town Residents (Additional Fees)

\***During all swim lesson hours:** Immediate family of a properly registered swim registrant allowed on beach. There is NO SWIMMING allowed during swim lessons. No families of swim registrants will be allowed to remain at the beach after swim lessons without a pass or daily ticket.

\***Guests:** All guests must be accompanied by at least one-person meeting eligibility requirements. Any single groups of more than ten guests will require the prior approval of the Recreation Director or the Waterfront Liaison Commissioner. (Appendix A -Beach Use Form)

### **FEE STRUCTURE**

\*All fees will be reviewed annually by the Park and Recreation Commission and are subject to change at that time.

\***Family Beach Passes:** Full price through July 31st. Half price August 1st.

\*Senior Citizens (over age 60) are \$1.00,

\***Daily Admission:** Weekdays and weekends - \$1.00 for people less than 18 years and \$2.00 for 18 years to 55 years. Senior Citizens are \$1.00. Under 5 yrs old free.

\* **Out of Town Residents:** \$5.00 Per Adult, \$3.00 Per Child over 6. Senior Citizens are \$1.00. Under 5 yrs old free.

### **PROCEDURES FOR ISSUING BEACH PASSES**

\***Deeded Rights:** A list of landowners eligible for deeded rights to Sandy Beach is no longer valid (re: letter dated April 2, 1984 from Town Attorney, Martin B. Burke, and a subsequent letter from First Selectman Mary Miller dated April 5, 1984). Each year one deeded pass is issued to an approved/authorized member of the Crystal Lake Fish and Game Club. During normal operating hours for the general public, when beach pass access is allowed, the pass issued to the club may be used by one family or family member at a time. All guests with the pass owner must pay normal fees.

\***Regular Beach Passes:** All passes will be sold at the Recreation Department during regular office hours. Passes will have consecutive serial numbers and a register log will be kept listing number and corresponding family. **A family is defined as all members of an immediate family that reside at a single Ellington residence.**

### **SEASONAL SCHEDULE**

\***Weekends:** Beach will be open all weekends and holidays weather and staff permitting between the Saturday of Memorial Day Weekend and Labor Day.

\***Weekdays:** Weekday openings will not begin until the last week that Ellington Public Schools schedule classes, weather permitting.

### **STAFFING**

\*Recruitment and hiring of beach staff is the responsibility of the Recreation Director consistent with the Park and Recreation policy - Article IV, Section I, Paragraph B. Dismissal or Termination decision may be made by the recreation Director alone. As standard procedure the entire commission will review all terminations made due to employee conduct.

\***Labor classifications:** (Appendix B- Current Staff)

Waterfront Director

Assistant Waterfront Director

Headguard/Instructor

Instructor (Assistant HeadGuard)

Lifeguard

Included in this document are job descriptions for each of the job classifications. Hourly wages will be set each season by the Recreation Director with the approval of the park and Recreation Commission.

### **CONTRACTS (Appendix C)**

Each hire will be required to sign a contract that will outline the following:

1. Mandatory duration of employment.
2. Hourly wage rate.
3. Any hours over 40 in a calendar week will be paid time and one-half.
4. No sick time will be paid (independent of Worker's Compensation where applicable).
5. Standards of conduct.
6. Requirements of position (i.e. CPR, LGT, etc.)

### **POLICE COVERAGE**

\*In May, the Park and Recreation Commission will annually request from the Board of Selectmen police coverage for the beach, which is consistent with the schedule planned for the current season.

\*Prior to the beach opening on Memorial Day, the First Selectman will provide the Recreation Director with a schedule of planned police coverage at Sandy Beach for the season.

\*The Town constables will be responsible on the days which police coverage is scheduled for the transportation of gate receipts from the beach to the Town Hall.

\*The call numbers to use with the police radio are as follows:

RT-1: STATE POLICE

CC: CONSTABLE

### **RULES OF CONDUCT**

\*Town of Ellington employees assigned to Sandy Beach will enforce the following rules of conduct.

\*No alcoholic beverages/illegal substances.

\*No animals allowed.

\*No profanity will be permitted.

\*No disruptive conduct as determined by beach employees and/or Town Constable will be permitted.

\*No open fires outside of barbecue grills.

\*Violation of any of the aforementioned rules of conduct will result in immediate suspension from the beach.

\*Other swimming rules listed on the "Sandy Beach Rules and Regulations" flyer. (See page 14)

### **EMERGENCY PROCEDURES**

\*The Recreation Director prior to Memorial Day of each season will provide a list of emergency phone numbers to each beach employee. This list will include at a minimum the phone numbers of the police, fire, ambulance, Recreation Director, and Chairman of the Park and Recreation Commission. (Appendix D)

\*The guidelines for implementing emergency procedures will be covered by the Recreation Director during employee staff meetings. Normal chain of supervision will be followed whenever possible.

\*Any time an emergency procedure is required, within 24 hours a written report will be submitted to the Recreation Director by the beach supervisor in charge.

### **BEACH CAPACITY**

\*Maximum beach capacity is determined by the Park and Recreation Commission and is 600 people (or amount of people that the staff is able to accommodate).

\*It shall be the judgment of the Recreation Director, Waterfront Director Assistant Waterfront Director or Head guard as to when the beach has reached the maximum capacity. At that time all further entrants shall be denied access to the beach. A "beach temporarily closed due to overcrowding" sign will be posted at the main gate. The Recreation Director, the Park and Recreation Commission Chairman or the Waterfront Liaison Commissioner will be called and notified that the beach has been closed.

**\*It is the option of the Waterfront Director or Assistant Waterfront Director to implement an "Adult Only" Swim period, or to Close the raft area (or a specific swimming area) due to staff availability, overcrowding or for safety reasons. In such instances the Raft Area would be temporarily closed until the Head Staff Member or Waterfront Director deems it able to reopen for swimming.**

\*Additional swimmers will be allowed in groups offset by departing swimmers.

### **CONCESSION GUIDELINES**

\*For a fee to be determined annually, the Park and Recreation Commission will grant seasonal concession rights inside Sandy Beach. Applications are available at the Town Hall. (Appendix E)

\*Concession fee is to be paid in full by June 30th of each year.

\*The Recreation Director and the Waterfront Staff under the guidelines of this operation manual will determine the hours the beach will be open. The concessionaire has the right to cease operation at times when the beach traffic is extremely sparse.

\*The concessionaire will pay utility service fees.

### **MAINTENANCE**

**\*Each beach patron is responsible to properly dispose of his or her own trash. This rule is to be enforced by the waterfront staff. Failure to meet these criteria after a verbal warning will result in immediate dismissal for that day.**

**\*At the beginning and end of each scheduled open day the waterfront staff will be required to patrol and pick up any Geese Feces or Loose trash. A daily maintenance form (Appendix F) will be completed each morning by a waterfront supervisor and submitted to the Recreation Director.**

**\*All other maintenance including upkeep of the grounds and portajohns will be the responsibility of either the Public Works Department or a sub-contracted service.**

### **BEACH POSTING**

\* "Rules of conduct"

No alcohol

No animals

No profanity

No flotation devices

NO Smoking

### **WATER TESTING**

\*During periods of hot weather and heavy beach use the lake water is to be tested once per week.

\*Testing frequency will be requested by the Recreation Director or his designee through the first Selectman who shall make an official request of the North Central Health District.

\*Upon receipt of a recommendation from the Health district that the beach should be closed due to unhealthy water conditions, the Recreation Director, in consultation with the various boards, shall have the authority to close the beach.

### **INSURANCE PROCEDURE**

\*In the event of an employee injury while on duty, the incident shall be reported immediately to the supervisor. An accident Notice Liability form shall be filled out within 24 hours and submitted to the Recreation Director. A copy of the notice will be sent to the Town Agent, First Selectman, and Waterfront Commissioner Liaison.

### **SWIM LESSONS/ STRUCTURE**

\*The Recreation Department will offer three, two-week session's, beginning after Ellington Schools close for the year.

\*Lessons will be offered for ages 3 through adult on an as needed basis, with the Recreation Director reserving the right to alter, add or change all class structures to fit the needs of the program.

\*The Town of Ellington will work in conjunction with the American Red Cross relative to swim instruction skills and guidelines.

### **ABSOLUTELY NO FEEDING OF THE WATERFOWL**

\*For the health of the waterfowl as well as people, feeding of these animals is not allowed. Anyone found feeding waterfowl would be asked to discontinue feeding them. If feeding continues after the person has been notified to stop, they may be asked to leave the beach.

## **Sandy Beach Job Descriptions**

### **Waterfront Director/Assistant Waterfront Director**

#### **Nature of Work**

This is work of a specialized nature, under the direction of the Recreation Director; the Waterfront Director and Assistant Waterfront Director supervise the entire operation of Sandy Beach. The Waterfront Director and Assistant Waterfront Director schedules staff, events, and swimming programs. The Assistant Waterfront Director will guard and teach. Supervision is exercised over the entire waterfront staff.

#### **Illustrative Examples of Work**

1. Prepare oral and written reports pertaining to the swimming staff, program, equipment, and facility.
2. The training and retraining of swimming facility personnel.
3. Maintain high standards of operation at the swimming facility especially with regard to safety, maintenance, swimming and lifesaving instruction.
4. Sets up and conducts staff seminars at the beginning of each season.
5. Checks and signs all staff pays slips.
6. Receives and reviews all written and oral reports pertaining to the beach.
7. Recommends purchases and monitors inventory of first aid and safety supplies.
8. Will comply with OSHA Bloodborne Pathogens Exposure Control Plan in maintaining the upkeep of the entire waterfront facility.

#### **Desirable Knowledge, Attitudes and Skills**

1. Ability to train, supervise and evaluate a staff of waterfront personnel.
2. Knowledge of rescue methods and first aid as applied to accidents in the water and surrounding areas.
3. Ability to teach swimming and lifesaving.
4. Ability to enforce regulations firmly, tactfully and impartially.
5. Ability to establish and maintain effective working relationships with the public.
6. Ability to prevent dangerous situation from arising, to recognize and to take the necessary action.
7. Skilled in swimming and in rescue, resuscitation and first aid administration.
8. Set up and direct staff meeting on LGT and other beach related issues.

#### **Experience and Training**

##### **Required**

1. Lifeguard Training and WSI certifications.
2. At least two years previous experience as a lifeguard.
3. High School graduate or equivalent combination of education and experience.
4. Hold current CPR/AED and Standard First Aid Certifications.
5. Aids Awareness Course
6. OSHA Bloodborne Pathogens training
7. Possess satisfactory eyesight, hearing, physical condition, strength and judgment.

##### **Desirable**

Good communication skills, leadership qualities, teaching or coaching experience, supervisory experience, CPR-AED Instructor, Instructor Trainer for WSI and Lifeguard Training, Standard First Aid Instructor.

## **Headguard**

### **Nature of Work**

Under the direction of the Waterfront Director and the Assistant Waterfront Director, the Head guard is responsible for all activity at the waterfront in absence of the Waterfront Director or the Assistant Waterfront Director. Work consists of guarding, teaching swimming lessons and assisting the Assistant Waterfront Director in related work. Supervision is exercised over guards and gate attendants.

### **Illustrative Examples of Work**

1. Responsible for opening and closing in absence of Assistant Director.
2. Performs special duties as assigned by immediate supervisor.
3. Supervises all other lifeguards being sure they are at their assigned areas, are properly enforcing the beach rules, and are adequately performing required tasks.
4. In absence of the Waterfront Director or Assistant Waterfront Director may determine the opening and closing of the waterfront in regards to weather.
5. Will teach swimming sessions as assigned, and may be asked to teach evening lessons (if on evening shift).
6. Maintains up-to-date records pertaining to swimming programs.
7. Secures Pump House and Beach at closing.
8. Will comply with OSHA Bloodborne Pathogens Exposure Control plan in maintaining the upkeep of the restrooms and waterfront facility.

### **Desirable Knowledge, Attitudes and Skills**

1. Knowledge and skill of rescue methods and first aid as applied to accidents in the water and surrounding areas.
2. Ability to enforce regulations firmly, tactfully and impartially.
3. Ability to establish and maintain effective working relationships with the public.
4. Ability to prevent dangerous situations from arising, to recognize and to take the necessary action.
5. Attend review meetings on LGT and other beach related issues.

### **Experience and Training**

#### **Required**

1. LGT/FIRST AID and WSI Certifications.
2. Sandy Beach Aquatic Skills reviews
3. At least one year previous experience as a lifeguard.
4. CPR/AED
5. OSHA Bloodborne pathogens training.
6. Possess satisfactory eyesight, hearing, physical condition, strength, and judgment.

#### **Desirable**

Good communication skills, leadership qualities, teaching or coaching experience, supervisory experience, Lifeguard Training Instructor, Standard First Aid Instructor, Water Safety Instructor.

## **Lifeguard**

### **Nature of Work**

Responsible for the safety of all swimmers in the designated beach area. May be responsible for the instruction of swimming lessons and running designated specialty classes. Works under the general supervision of the Waterfront Director, Assistant Waterfront Director and Headguards.

### **Illustrative Examples of Work**

1. Safeguards against accidents in the water and surrounding beach areas.
2. Rescues swimmers who are having difficulty in the water.
3. Enforcement of the rules and regulations governing the conduct of persons utilizing the swimming facility.
4. Perform required duties related to lifesaving and water safety.
5. A lifeguard may be appointed as an Assistant Headguard to assume responsibility of Headguard when that person is not scheduled to be on duty.
6. Patrols Pump House periodically.
7. Will comply with OSHA Bloodborne Pathogens Exposure Control plan in maintaining the upkeep of the restrooms and waterfront facility.

### **Desirable Knowledge, Attitudes and Skills**

1. Knowledge of rescue methods and first aid as applied to accidents in the water and surrounding areas.
2. Ability to enforce regulations firmly, tactfully and impartially.
3. Ability to establish and maintain effective working relationships with public.
4. Ability to prevent dangerous situations from arising to recognize emergencies and to take the necessary action.
5. Skilled in swimming and rescue, resuscitation and first aid.
6. Attend review meetings on LGT and other beach related issues.

### **Experience and Training**

#### **Required**

1. LGT/FIRST AID/AED
2. Sandy Beach Aquatic Skills Review
3. Current CPR/AED Certification
4. Possess satisfactory eyesight, hearing, physical condition, strength and judgment.
5. Standard First Aid
6. OSHA Blood borne Pathogens Training

#### **Desirable**

Water Safety Instructor

**ACCIDENT PROCEDURES**  
**(Review Procedures in Red Cross LGT Manual)**

**1. Minor Accidents (Minor cuts, bruises, scrapes, etc.)**

- a. The off-duty guard should attend to the injured person; administering first aid if necessary.
- b. Record all minor accidents in accident notebook.
- d. Continuously review quantities of first aid supplies. Become thoroughly familiar with all supplies and equipment.

**2. Major Accidents (severe cuts, broken bones, etc.)**

- a. Nearest guard should attend the injured person immediately and should not leave them.
- b. Call for assistance of another guard with a long blast of the whistle. Inform other guards nearest to their station that they will be administering first aid and to cover their area of the beach, until someone takes over the chair you left.
- c. Apply first aid remedies only; reducing pain and making the injured person as comfortable as possible. Never attempt to set a fracture, probe at a wound, or move an injured person unless they are in danger.
- d. Another guard or the gate attendant should have the Police Department or the ambulance contacted immediately requesting emergency medical services (EMS). The first responder should be sure to look someone in the eye, say their name, and tell them to call for EMS.
- e. Other guards should control spectators and if necessary, clear the entire swim and beach area of all patrons. Continually monitor the beach after swimmers are cleared.
- f. When the emergency squad arrives direct them to the victim, turn over complete charge to them and cooperate in every possible way.
- g. Have a staff member notify the injured person's family if none are present.
- h. Have staff also call the Recreation Department or the Waterfront Liaison Commissioner.
- i. An accident report (Appendix G) should be filled out by the guard who attended the injured person.
- j. A complete written report of the accident plus all measures taken must be submitted to the Recreation Department by the Assistant Waterfront Director within 24 hours.

**3. Serious Submersion Case:**

- a. Attending guard gives one long blast for assistance and proceeds to rescue the victim.
- b. Look secondary responder in the eye and tell them to call EMS, do not assume it's being called!
- c. Rescue Breath should be given if not breathing (using personal pocket mask given at staff meeting), after doing ABC's decide what should be done next, rescue breathing, CPR, or rescue position being sure to follow OSHA. If there is no pulse, begin to do CPR, secondary responder or another lifeguard grabs the AED and follow procedures on the AED.
- d. Other guards should control spectators and clear the entire area of all persons.
- e. When the emergency Squad arrives direct them to the victim, turn over complete charge to them and cooperate in every possible way.
- f. Have the Police notify the injured person's family if none are present.
- g. Appropriate accident and rescue reports should be filled out. Contact the Recreation Department Director or Waterfront Liaison Commissioner immediately and do not stop until contact is made.
- h. A complete written report of the accident plus all OSHA measures taken must be documented and submitted to the Recreation Department by the Assistant Waterfront Director within 24 Hours.
- i. A mandatory staff meeting for all guards and gate attendants will be conducted within 48 Hours.

**4. Whenever a guard must enter the water to aid a swimmer, an accident report must be filled out as soon as guard is off duty** (or have an available staff member fill out the report). This documentation is important for reoccurring accidents.

5. If an injured person refuses treatment contact EMS (911) and completely explain the situation. They will respond and have the person sign a release form.

6. If after the rescue, the victim does not require medical assistance, talk with the victim until you feel the victim is comfortable and out of danger. Try to contact a family member or a friend of the victim. Notify the Waterfront Director or Assistant Waterfront Director of the incident. Assure the victim it is OK to swim as

long as it is in water no deeper than their capabilities. **Be sure a parent/guardian signs off on release form**, to keep us safe from liability.

7. At times, a guard may be fooled into making a rescue by a swimmer pretending to be in trouble. However, don't take the time to decide if it is or is not the real thing. Take no chances, act fast and make the rescue.

### **DISCIPLINE PROCEDURES**

Whenever a person is told he/she is breaking the rule or procedure of the beach and/or is disciplined for his/her action, the infraction should be fully explained to insure understanding. All discipline problems should be noted in the daily logbook and on an incident report. (Appendix H)

If dismissal is requested by a Guard, the Head guard, Assistant Waterfront Director or Waterfront Director will have the final decision. Parents should be notified in the case of a child and the police should be notified in the case of an adult.

A report of any significant incident should be filed with the daily records. If there is any problem dismissing people from the park area, contact your supervisor, or if necessary, call the police (911).

### **MISSING PERSON PROCEDURES**

**1. THREE LONG WHISTLE BLOWS signals a possible missing swimmer. Staff at guard table calls 911 to report a possible missing person.**

**2. The guard in the middle chair remains in the chair until ALL swimmers is removed from the water. All other staff members (guards & gate attendants) will meet at the guard table.**

**3. A thorough description of the person (name, age, bathing suit, clothing, hair color etc.) must be given in order to begin the search.**

**4. The gate attendant or off duty guard is in charge of talking with the parents or other worried family members; attempt to calm them down. If and when the EMS needs to be called, this is the job of the Head Guard on duty.**

**5. Once all guards have the description of the child, the Assistant Waterfront director or head guard is to assign a guard to search from the middle chair over to, and including, the swamp and playground areas. The Assistant Waterfront Director or head guard is to assign a guard to search from the middle chair over to, and including, the bathroom area, and the parking lot.**

**6. The remaining guards are in charge of a water search. Start where the person was last seen, and use the orderly search pattern.**

**8. Utilize the megaphone; have patrons stay seated on the beach so that it will be easier to see a lost wandering child.**

### **IN - SERVICE TRAINING**

Once you are employed and initially trained as a lifeguard you must maintain a constant **HIGH DEGREE** of mental alertness and physical condition. To obtain and maintain this mental and physical “**peak**” you must regularly swim, practice Lifesaving skills, First-Aid skills, and review associated knowledge. Extra staff meetings may be held to review CPR and Lifesaving skills. This includes passing our Sandy Beach lifeguard skills that will be done at the in-service meeting.

### **Appearance**

A. **Uniform:** All lifeguards must wear the designated uniform at all times so that they can be easily located in case of an emergency. Uniforms will consist of Guard Suit, Whistle and other items deemed necessary.

B. **Whistles:** must be worn while on duty. They must be used for emergencies and routine supervision.  
-1 whistle is for a in water rescue -2 whistles is to enforce rules -3 whistles is for a missing person

C. **Grooming:** Neat appearance, hair should be fixed so vision is not impaired which could present a hazard to personal safety.

### **Wages**

The Recreation Commission, with final approval of wages in May, sets range of wages yearly. Employment and wages are based on years of lifeguarding experience, facility experience (lake, pool, ocean front), related job experience, supervisory experience, certification, past evaluations (past job performance), and years working at Sandy Beach and/or the Ellington Recreation Department.

### **Inclement Weather**

A. Employees working 35 or more hours may be offered alternative work (i.e. office work, assistance with other recreation programs) for their hours scheduled so that they may receive full payment. If an employee does not work, the employee will receive **\$15** or the number of hours worked (whichever yields more pay).

B. Lifeguards working less than 35 hours will be paid **\$15** or the number of hours worked (whichever yields more pay). Gate Attendants will be paid **\$10** or the number of hours worked (whichever yields more pay).

C. Should it be raining in the morning, staff may be called and told not to come in. Everyone will be “**On-Call**” for the entire work shift that day (**provide a phone number where you can be reached**). If not called, report to work as scheduled, regardless of the weather.

D. If you are “**On Call**”, and when called to come into work you are not available, you will forfeit your rain day pay. If you choose not to be “**On Call**” you will receive no pay.

E. To reduce risk of death by lightning **SEEK SHELTER IMMEDIATELY** in a large building or hardtop car. NEVER under a tree or by fencing material. Spread out if you’re with a group of people in the open. If your hair stands on end, a charge is forming around you and you’re about to be struck. Immediately drop to your knees and crouch into a ball.

F. Should It Begin to Rain while on duty:

1. Clear all swimmers from the beach area.
2. Monitor Pump House, as people will congregate there.
3. At the direction of the **Headguard or Waterfront Director** all or part of the staff will remain To do miscellaneous work (see attached list).

G. On rainy, cold or windy days when all other types of work are completed, the length of the work shifts may be shortened by the **Assistant Waterfront Director, Waterfront Director or the Recreation Director**. No staff member will be Allowed to leave without permission of a supervisor.

H. Clear the beach area at the **First Sound of Thunder** from an approaching storm, and do not allow swimmers to return to the water until **30 minutes** after the last sign of thunder or lightning.

### **PUBLIC RELATIONS**

Have a working knowledge of rules and policies. Know the purpose behind the rule. Enforce policies consistently and tactfully.

Maintain a courteous and friendly attitude at all times. Answer questions willingly and try to anticipate what other information the person may need but has not asked for. They may not know what to ask for or about.

Never exhibit anger or a belligerent attitude towards program participants. If they approach you in that frame of mind listen as best you can and attempt to solve the problem calmly. If that cannot be done ask a supervisor to assist you.

A "Suggestion and Complaint" Form (Appendix I) is available for you and any patron wanting to submit ideas. A response will occur in approximately 5 - 10 working days.

If a patron physically or verbally threatens or harasses you, call the Police Immediately.

### **REVIEWS AND FINAL EVALUATION**

The Waterfront Director and Assistant Waterfront Director will evaluate all employees at Sandy Beach. Observations and any documentation on job performance (good and/or bad) will affect the final (entire season) evaluation. Evaluations will be based upon supervisor's observations and job performance documentation. They will be reviewed at the end of the season to determine the employee's future employment. All evaluations will be filed with the Recreation Department and will become part of each employee's permanent record (see more information under "Job Performance"). Evaluation Forms Appendix J.

### **COLD OR RAINY DAY ACTIVITY LIST**

<b><u>AREA</u></b>	<b><u>CLEAN, SWEEP, WASH, STRAIGHTEN -UP, ETC.</u></b>
Sand	Pick-up litter (close inspection) Geese Droppings
Grass	Rake, pick-up Geese Droppings, cigarette butts and litter
Parking Lot	Pick-up litter
Water	Using search and rescue techniques, clean bottom of swim area.
Pump House	OSHA Cleaning Procedures
Office	Assist Recreation Director, Recreation Coordinator/Supervisor, special Event planning, paperwork for swimming classes, CPR review.
Beach Training	LGT refresher, drills, in - service

### Life guarding Procedures

The lifeguards are to watch, direct, and safeguard swimmers; prevent accidents; rescue and resuscitate persons in danger of drowning; administer first aid and follow emergency procedures; give swimming lessons; and perform clean-up duties around the beach area.

Accidents are for the most part preventable. An alert and conscientious guard renders a far greater service to the public by preventing injuries before they happen rather than by counting the number of rescues he/she makes!! Constant vigilance and the ability to anticipate and stop an unsafe act are a major part of your responsibility.

Each guard is an integral member of a safety team. Show consideration for your fellow guards through conscientious guarding of your area and on time rotations. **A team effort attitude will make everyone's job easier.**

#### I. PREVENTIVE LIFEGUARDING AND ACCIDENT PREVENTION

- A. Do not allow any group monopolizes an area, nor any group to monopolize your attention.
- B. When in doubt as to a person's swimming ability, ask them to demonstrate their proficiency to you. If you feel that through lack of proficiency the person constitutes a safety risk, direct them **to remain in the area of the lake, which is no deeper than shoulder height.**
- C. All guards must observe the "10-20" rule at all times. The 10 stands for 10 seconds (or less) to **Identify** the drowning potential, evaluate the victim and situations and determine the type of rescue necessary. The 20 stands for 20 seconds (or less) to properly and effectively execute the necessary rescue from any and all guarding stations. If this cannot be accomplished you must reposition yourselves to a location where it can be.
- D. Enforce all rules equally, fairly, and consistently as a staff. Preferential treatment should not be given to anyone (friends, relatives, etc.). Obey all of the rules yourself.
- E. Each lifeguard will be assigned a specific station or post to work when his or her shift begins. These stations are: the five lifeguard chairs and occasionally the raft or a walking shift. The assistant waterfront director/head guard will also determine the rotation sequence.
- F. All Staff / Lifeguards will refrain from conversing with the public as much as possible unless the conversation deals with official business. The work involves monitoring those in and around the beach area at all times so unnecessary conversation must be kept at a minimum. Maintain eye contact with the water while talking to someone. Continually scan the water. Do not have personal visitors while on duty.
- H. Should representatives from the media (TV, Newspapers, Radio) or any individual ask for comments following an accident or incident, refer them to the Waterfront Director of Recreation Director.

#### II. PRINCIPLES OF LIFEGUARDS

- A. Be vigilant and alert at all times. Concentrate on the job. **NEVER TURN YOUR BACK ON THE BEACH WHILE ON DUTY!!!!**
- B. If assigned to a chair, sit in an alert manner (**READY POSITION**), squarely facing the area of water you are responsible for. If assigned to a walking station, focus your attention on the water.
- C. Guard your primary area of the water, but scan the beach area and adjacent areas periodically.
- D. Guards should not hesitate to correct infractions in another guard's area or in portions of the lake restricted from other's view.

E. Do not leave your post unannounced except for a rescue and then alert the rest of the staff with a **LONG BLAST** on the whistle before the rescue. If you must leave your post for any other reason, make sure another guard covers it.

### **III. ROTATING STATIONS**

A. Do not get out of chair until the relieving guard is standing next to the chair and watching the water. After getting down from the chair, watch the water while the other guard climbs into the chair.

B. Make sure the water is being watched **AT ALL TIMES DURING GUARD CHANGE**. Brief the new guard on any situation that requires attention, but do not use the change as a time for a lengthy conversation.

## **SANDY BEACH RULES AND REGULATIONS**

Swimmers are requested to cooperate in observing these rules and to obey the instructions of the Waterfront Staff. Persons violating swimming rules are subject to revocation of their swimming privileges. Refunds will not be given to patrons whose privileges have been revoked.

The Town of Ellington reserves the right to refuse admittance into Sandy Beach when the capacity of the beach area has been reached or when otherwise deemed necessary for health, welfare, or safety reasons.

The headguard or assistant waterfront director is responsible for the operation of the waterfront. Their instructions should be followed at all times. Should a disagreement arise, patrons are advised to contact the Waterfront Director or the Recreation Department.

### **GENERAL RULES**

**\*Season Length:** opens the second Saturday of June for weekends only from 12-5pm until school ends (call School Administration 896-2300 for date). Beach will open for regular hours (12-6:30pm) on the day school ends and remain open until the Sunday prior to when The Ellington Schools reopen (provided that enough staff is available on this weekend - call Recreation Department at 870-3118 to find out if the beach will be open). During weekdays, when swimming lessons are in session, the beach will be open for public swimming at 12 noon. \*These hours and season dates are subject to change with available staff and weather\*

**\*Eligibility:** Town Residents, Taxpayers, Out of Town Residents (Additional Fees),

**\*During Swim Lesson Hours:** No public/general swimming. Only the immediate family of a properly registered swim registrant is permitted on beach during lessons. No families or swimmers will be allowed to remain at the beach after swim lessons without a beach pass or daily ticket.

**\*Family and Individual Beach Passes:** Full price through July 31, half price August 1.

- 1. NO DIVING OR FLIPPING IS ALLOWED OFF THE RAFT.**
- 2. NO FISHING OR FISHING NETS ARE ALLOWED IN THE SWIMMING AREA.**
- 3. THE ONLY KICKBOARDS ALLOWED ARE THE ONES PROVIDED BY THE BEACH**
- 4. PLEASE AVOID BRINGING GLASS CONTAINERS ON THE BEACH.**
- 5. PLEASE DISPOSE OF ALL GARBAGE INTO TRASH BARRELS.**
- 6. NO ANIMALS ALLOWED. NO DOGS ALLOWED**
- 7. NO OPEN FIRES OUTSIDE BARBCUE GRILLS.**
- 8. PROFANE OR ABUSIVE LANGUAGE IS NOT ALLOWED.**
- 9. SWIMMING IS ALLOWED ONLY WHEN THE WATERFRONT IS OPEN AND A LIFEGUARD IS ON DUTY.**
- 10. PLEASE HAVE YOUR BEACH PASS AND I.D. READY FOR GATE ATTENDANT.**
- 11. NO THROWING OF SAND OR ROCKS IS ALLOWED. No throwing of Balls in the water**
- 12. DO NOT FEED THE DUCKS, GEESE OR THE FISH.**

13. NO PUSHING OR DISRUPTIVE ACTIVITIES WHEN ON THE RAFT.
14. JUMPS OFF THE RAFT MUST BE STRAIGHT OUT FROM THE END OF RAFT.
15. NO RUNNING ON THE RAFT.
16. BACKWARDS AND TRICK JUMPS ARE NOT PERMITTED FROM THE RAFT.
17. COAST GUARD APPROVED LIFEJACKETS ARE PERMITTED ON NONSWIMMING CHILDREN PROVIDED THE CHILD REMAINS IN THE SHALLOW END WATER WITH AN ACCOMPANYING ADULT!!!
18. INJURIES MUST BE REPORTED TO THE HEADGUARD ON DUTY.
19. RESTROOMS WILL BE CLOSED EVERYDAY FROM 4:30 - 5:30 P.M. FOR CLEANING!!!
20. AN ADULT MUST ACCOMPANY CHILDREN UNDER 8 WHO HAVE NOT COMPLETED AMERICAN RED CROSS LEVEL 111 (OR EQUIVALENT).
21. DURING AN ELECTRICAL STORM: THE WATERFRONT WILL CLOSE, AND THE ENTIRE AREA CLEARED AT THE DISCRETION OF THE HEADGUARD. THE LAKE WILL NORMALLY OPEN 30 MINUTES AFTER LIGHTNING IS NO LONGER AUDIBLE OR VISIBLE (I.E. RED CROSS RECOMMENDATION).
22. PROPER SWIM ATTIRE IS REQUIRED FOR ALL SWIMMERS AND SUN BATHERS. NO PANTS ALLOWED.
23. NO ALCOHOLIC BEVERAGES/ILLEGAL SUBSTANCES ALLOWED ON BEACH PROPERTY.
24. THOSE UNDER THE INFLUENCE OF DRUGS OR ALCOHOL ARE NOT PERMITTED IN THE BEACH AREA.
25. THE WATERFRONT STAFF RESERVES THE RIGHT TO IMPLEMENT ANY RULES WHICH ARE NECESSARY FOR THE SAFETY OF ALL PATRONS.
26. NO SMOKING ALLOWED ON BEACH ONLY IN DESIGNATED AREAS SIGNS ARE POSTED.

**BEACH HOURS:**

MONDAY – FRIDAY: 12 noon – 6:30 pm (swimmers are called out of water at 6:15 pm)  
 SATURDAY & SUNDAY: 11 am - 6:30 pm (swimmers are called out of water at 6:15 pm)



Pre-Season: Weekends only. Starting June 6, 7 and June 13, 14 - 12 noon – 5:00 p.m.  
 Full Season: June 20 – August 16

Residents Daily Fee:                   \$5.00 Adult 18 and up  
   \$3.00 Child 6 – 17 yrs  
   FREE – children 5 and under

Non-Resident Daily Fees:           \$10.00 Adult 18 and up  
   \$5.00 Child 6 – 17 yrs  
   FREE – children 5 and under

## **GENERAL STAFF GUIDELINES**

All staff members are employed by the Town of Ellington and are considered public servants. Recreation staff is among the most visible representatives of the town's government. Accordingly, their image must be exemplary as reflected in appearance, behavior, and manner. Misconduct, discourteousness, or inattention to duties on any employee's part is a direct reflection upon the Recreation Department as well as the Town of Ellington. Each staff member is expected to be polite, courteous, alert, and helpful in his or her daily contact with public.

Each employee should familiarize themselves with all activities taking place at Sandy Beach in order to be able to answer questions from a well-informed standpoint.

Any discussion or differences within staff members will not take place while on duty.

### **SCHEDULING**

**Be on time for your job. A verbal warning will be given the first time of tardiness. On the second offense of lateness, you will receive a written warning, and be docked 1/2 hour of pay. If consistent tardiness occurs, it will be documented and become part of the staff member's record and will affect the job performance evaluation in terms of continuance of his or her job.**

All employees are expected to work their assigned hours. Substitutions are permitted with the following stipulations:

1. Employees who want to relinquish hours are the sole persons responsible for finding a replacement. Headguards and the administrative staff will not take responsibility for covering hours that employees agreed to work.
2. Substitutes must be fully familiar and qualified for the position for which they are substituting.
3. Substitutes must be on the current summer staff list (unless approved by the Waterfront Director or the Recreation Department).
4. Schedule changes must be first approved by the Assistant Waterfront Director who will then get approval from the Waterfront Director.
5. Unexcused absences from work = immediate termination of employment.

### **JOB PERFORMANCE**

Job performance documentation and evaluations will be a record of an employee's job performance. Continued employment is based on these documents. Good reports may mean a gain in hours and will give an employee merit for present and future employment. Poor reports may mean a loss of hours for an employee or means for termination.

### **Pay Sheets and Work Week**

It is the responsibility of the employee to complete a pay sheet to receive wages. Employees must submit a bi-monthly time sheet in order to get a paycheck. To receive a paycheck, the time sheet must exhibit the following:

1. Be legible - print neatly.
2. Have figures added correctly.

3. Employee signature must be on the sheet, as well as their social security number.
4. Completed payroll sheet must be filled with the records at the gate booth on Friday of each week. Due to the volume of work need to process pay sheets; employees who choose not to meet the above requirements will not get their paychecks until their sheets comply with these procedures. (Payroll form - Appendix K)
5. Checks can be picked up after 1:00 pm (every other) Friday. You can call the Recreation Office to have someone hold the check in the office; otherwise it will be mailed to you.

You will be paid for a lunch break but cannot leave the site without permission of a supervisor.

### **Certification**

It is the guard's responsibility to update all appropriate certification with the American Red Cross. Existing staff members will be aided financially by the Recreation Department when updating or upgrading pertinent certifications. Whenever possible, scheduling considerations will be made.

### **Opening Procedures**

Bring down equipment to proper stations. A rescue device (ring buoy, rescue tube, etc.) and mega phone must be placed at guard chairs. Rescue boards should be placed by the two portable chairs. The boat must be unlocked and equipped (if any water is in the boat empty it). The first aid kit will be placed at the guard table. Once equipment is out, be sure to fill in the appropriate forms to start the day (daily log). If it is a weekend day, be sure to clean the beach of all geese droppings and rake the beach with the tractor.

### **Closing Procedures**

Closing time is 6:30 pm. Call people out of the water at 6:15 (no earlier). Please use tact when calling people out (i.e. a long whistle followed by "we are closing, please exit the water!") Remember to lock up the boat, store equipment neatly, and secure Pump House. Make sure everyone is off the beach when you close and lock the gates. If a car is seemingly abandoned in the lot, notify police, and then lock the gates.

### **Gate Booth Procedures**

The Lifeguards/Gate Attendant is the first and possibly the most important contact the patron has with the facility. The impression the visitor receives from the gate attendant in many cases will determine whether the visitor has an enjoyable experience at the lake. Lifeguards/Gate Attendants must be capable of presenting a polite and knowledge image.

Gate Attendants are required to remain within the gate booth area in order to greet the public and answer questions. The following guidelines should be followed:

1. Do no check valuables.
2. No refunds (unless under special circumstances, no refunds if it rains)
3. All residents and or taxpayers must prove their residency with a license, tax notice, insurance card, etc. Anyone can say they just moved here. If they truly have, they must have some kind of paper that states so.
4. When you count the money please put all the bills in the same direction, and group the money by \$20s, \$10s, \$5s, and \$1s.
5. A list of the color-coded season passes will be provided to distinguish eligibility. Passes will be available to following groups:

Senior Citizens - only Ellington senior citizens and their spouse are able to use the pass. All of their guests (including sons and daughters) must pay the admission 10.00 for a pass.

Family - only the family whose name is on the pass is eligible for free admission (i.e. if there are two Moms in the car, then one Mom is probably a guest).

Deeded - to gain free admission due to deeded rights, an individual must obtain a pass through the Recreation Department first. A copy of the deed must be submitted. Only the family is allowed, their guests must pay admission fees.

Individual - only the individual listed on the beach pass is allowed free admission. Any guests are subject to fees.

Stafford - 50 Stafford residents will have a family pass. Guests are subject to fees

If anyone gives you grief on this or any other rule, give that person a copy of the rules. If they persist, offer a Suggestion Complaint form or suggest that they call the office (870-3118). Make note of the incident in the daily log.

6. Do not let people hang around the gatehouse. It does not look good to the public nor is it safe for the money that you are responsible for.

7. At 5:45 begin to close transactions. Lifeguards are to continue to charge admission until 6:00. Complete the Daily Log form (see attached) filling all the spaces. Be sure you and a supervisor sign the form.

9. Before you count your money at the end of the shift, take out \$80 dollars (try to make it 10 \$1s, 6 \$5s, and 3 \$10).

10. People who come in before 12:00 noon (during swimming lessons and who are non-swimming lesson people) must be informed that ***no public swimming is allowed during lessons***. It is the responsibility of the ***Gate Attendant*** to keep people out of the water until swimming lessons are over.

11. You must fill out a Daily Log Form even for rainy days. If you don't come in call the next day and have the gate attendant make one out for you.

12. Be sure to record beginning numbers on the daily log form at the start of your shift.

13. Work out figures on scratch paper first.

14. If a conflict arises, or you cannot answer a question, contact a supervisor for clarification.

## **Procedures for Occupational Exposure to Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV)**

**Purpose:** To make employees aware that any activity where there is exposure to body fluids leaves the employee at substantial risk of occupational exposure to HIV and/or HBV; therefore protective measures must be taken to prevent exposure.

**Scope:** All employees who are responsible for first aid and/or come in contact with body fluids.

**Action:** Employees will be given an American Red Cross course (or equivalent) on AIDS awareness as well as any additional information on body fluid infection transmission (Hepatitis B, Mononucleosis, etc.). Employees will be instructed on how to use protective equipment (rubber gloves, pocket mask, etc.) Employees will be offered the opportunity to receive the Hepatitis B vaccination. Initial training will occur on employment and occasional retraining or updating will take place as needed.

**Reference:** OSHA Standard on Blood borne Pathogens-29CFR1910.1030 (Appendix L)

### **First Aid - Specified Procedures:**

1. **Head, neck, or Back Injury:** Symptoms include severe pain, difficulty in moving head, neck spasms, weakness or numbness in lower limbs. A spinal injury should be suspected whenever it appears a swimmer could have struck any object with force with the head, neck, or back. The most frequent causes are diving into shallow water and striking head on the bottom, hitting another swimmer, or hitting the dock while jumping off. Whenever a victim is found floating and unconscious, assume a neck or back injury.

a. Avoid twisting, bending, or side to side motion of victim's head or trunk.

b. If a victim is face down, turn them over using the American Red Cross spinal injury management techniques.

c. If possible, move them to standing depth water, keeping the neck and back supported and keeping the head from rolling. Support the victim in shallow water until an ambulance arrives. **DO NOT ATTEMPT REMOVAL OR PLACEMENT ON BACKBOARD UNTIL AMBULANCE PERSONNEL ARRIVE TO DIRECT THE OPERATION!!!** Only attempt removal procedures in the event of an emergency (lightning, storms, hypothermia, etc.) or if the victim needs immediate care, i.e. CPR, rescue breathing, or massive bleeding.

d. If victim is not breathing, but has a pulse, administer rescue breathing (RB) using the jaw-thrust method. If victim is in deep water and RB is needed, move the victim to shallow water and pull up on to the sand, then begin your care.

e. Have backboard and collars available and ready for ambulance personnel.

2. **Unconsciousness:** (from any cause) Begin RB if person is not breathing but has a pulse, if has no pulse begin CPR, when available, use AED. Do not allow victim who has lost consciousness to return to normal activity without medical attention.

3. **Severe Bleeding:** Direct pressure on the wound, elevate limb. If bleeding is being controlled apply butterfly bandages to close wound and sterile dressing. Get medical attention.

4. **Broken Bones and Dislocations:** Do not move the broken limb. Temporary splint can be made by wrapping folded blanket around the injured limb and secure if above and below the break. If break is compound do not attempt to replace protruding bones. Stop bleeding by applying direct pressure above the wound.

5. **Heart Attack:** Symptoms include persistent chest pain, may radiate down from an arm, gasping, shortness of breath, extreme pallor, bluish discoloration, nausea. Place victim in comfortable position, usually sitting up. Stand by until medical help arrives in case breathing stops or there is a cardiac arrest. If a cardiac arrest occurs administer CPR. Get medical attention.
6. **Stroke:** Symptoms include paralysis, difficulty in breathing, unconsciousness, inability to talk, or slurred speech. Recognize signal, tell victim to stop activity and rest comfortably. Instruct victim not to eat anything and not to take any medication. Get medical attention. Monitor breathing, treat for shock.
7. **Heat Stroke:** Symptoms include hot, dry, red skin, rapid strong pulse, and high (105 degrees) body temperature. Dizziness and nausea may also be evident. Move to cool place; sponge the victim with cool water. Get medical attention.
8. **Heat Exhaustion:** Symptoms include cold clammy, pale skin, profuse perspiration, rapid weak pulse, and normal body temperature. Weakness, headache, or nausea may also be evident. Remove victim to a cool place, keep person lying down and elevate feet. Get medical attention.
9. **Seizures:** Monitor breathing, keep person from further injury. If seizure occurs in water, keep person's mouth above water while supporting them. Do not restrain the victim. Do not take out of the water until the seizure is over. Once seizure is over let the victim rest, they may fall asleep, which is natural after a seizure. Get medical attention.
10. **Hyperventilation:** Symptoms include apparent difficulty in breathing, erratic gasping, numbness or tingling in fingertips. Have victim breath into a paper bag until normal breathing pattern is established.
11. **Fainting:** Symptoms include weakness, dizziness, paleness, cold skin and sweating, nausea, numbness or tingling in hands or feet. Have victim lie down or sit down and bend over to place head at knee level.
12. **Foreign Body in Eye:** Do not attempt to remove particle any other way. Cover both eyes with sterile dressing. Get medical attention.
13. **Dog Bites:** Get description of animal and call police. Cleanse the wound thoroughly with soap and water. Call parents and get medical attention.
14. **Nose Bleed:** Leave head in normal position, gauze under nostrils, pinch nostrils, ice pack to back of the neck.
15. **Bump or Bruise:** Resulting from fall on raft, or bumping into something to any area except head; ice to the affected area. Monitor individual until pain or swelling subsides. If injury is head, refer to #1 - head, neck, or back injuries.
16. **Cuts or abrasions that do not require stitches:** Pressure to stop the bleeding. Wash area with hydrogen peroxide. Apply sterile dressing or band-aid. If person wants to re-enter water, have them remove the band-aid.
17. **Puncture Wound:** Apply sterile dressing or band-aid. Notify parents in the case the injured needs a tetanus shot.
18. **Splinter:** Remove with tweezers. Wash area with soap and water or hydrogen peroxide.
19. **Mild Sprain:** Elevate limb, apply ice to area.
20. **Bee Sting:** Inquire if person is allergic. Watch for anaphylactic reaction. Symptoms of anaphylactic reaction are: general flush, itching, cough, wheezing, and difficulty in breathing, fainting, skin turning blue, and shock. If a person indicates they are allergic or any of the above symptoms appear call 911 and parent

immediately. If person is not allergic, remove stinger (by scraping it away with finger rather than pulling at it) and apply a baking soda paste or ice pack to reduce swelling.

21. **Anaphylaxis:** is a serious allergic reaction that is rapid in onset and may cause death. The most common causes of anaphylaxis are insect stings, latex, medication, and food. Common warning signs and symptoms of an anaphylactic reaction are difficulty breathing, complaint of tingling, itchiness, or metallic taste in the mouth, swelling of the mouth/throat area, paleness, and loss of consciousness. If you believe that a patron is experiencing any of these symptoms, act fast, call EMS.

22. **Cramps:** Attempt to extend or stretch muscle. Also kneading or massaging action with hands is helpful.

23. **Chipped Teeth:** Attempt to find broken piece if at all possible. Call parents and notify them of the occurrence.

24. **Shock:** Can be fatal if not promptly treated. It can be caused by any severe injury and aggravated by delay in treatment, pain, and rough handling. Symptoms include pale face, cool moist skin, shallow breathing, nausea and detached, semi-conscious awareness of what is going on. For treatment, lay victim on back with head at the same level or lower than feet. Maintain body temperature (cover with a blanket if necessary).

25. **Snakebite and other insect bites:** Identify source of bite (for snakebite, identify type of snake). Make victim lie down and/or immobilize him as soon as possible. ONLY snakebite requires flushing with water and application of a restricting band between bite and the heart if bite is on arm or leg. Use a strong piece of cloth. Band should depress skin only slightly. The pulse in blood vessels below the band should not disappear, nor should the band produce a throbbing sensation. You should be able to slip your finger under the band when it is in place. Remove the stinger carefully with flicking motion of thumb and finger. Do not use tweezers, ice may be used except in the case of snakebite. Transport victim to medical services.

\*\*In all instances where a chemical ice pack is used (Kwik Cold) wrap the pack in a towel before applying pack directly to injured skin.

**ALL USED BANDAGES, GLOVES AND FIRST AID SUPPLIES MUST BE PLACED IN RED BIOHAZARD BAGS!!!!!!!**

## **RECREATION DEPARTMENT - TOWN OF ELLINGTON**

### **SWIMMING INFORMATION**

Please be fair to your child and his safety by selecting the appropriate swim class. Please use this guide to properly select a class for your child.

**Cost of lesson:** \$35 / 30 minute classes, \$40 / 40 minute's classes, per child, per session. Ellington Residents Only. (Stafford Residents \$60.00/30 minute \$65.00/40 minute lessons)

**Family Beach Pass:** \$45 for the season, \$20.00 if purchased after July 31st (a beach pass is not needed for swim lessons, but **is needed if you want to stay after lessons**).

**Individual Beach Pass:** (for a single season admission) \$25 for the season, \$12.50 if purchased after July 31st.

**Senior Citizen Beach pass:** (Seniors over the age of 60 ) \$10.00 each person

**Daily Admission Residents :** \$5.00 for adults (18 and over), \$3.00 for children 6 and over, under 5 years old is free. **Non- resident Fees: \$10.00 for Adults, \$5.00 children 6 years and up.**

### **Class Descriptions**

**Aquatot** Children 3 yrs. To develop in toddlers a high comfort level in and around the water a readiness to swim. This course does not teach children to be accomplished swimmers or to survive in water. Children should wear a bathing suit or rubber pants. An adult in the water must accompany each child.

**Kinderswim** Children 4 yrs. To develop a high comfort level in and around the water and readiness to swim. This course does not teach children to be accomplished swimmers or to survive in the water; it is more for water awareness and to have fun safely in the water.

**Swim Level I: Water Exploration** To orient participants to the aquatic environment and teach them elementary skills, which can be built on as they progress through the Learn to Swim Program. The objective of Level I is to help students feel comfortable in the water and to enjoy the water safely. At this level students start developing good attitudes and safe practices around the water.

**Swim Level II: Primary Skills Prerequisites:** A Learn to Swim Level I certificate, or demonstration of competency in Level I skills. The purpose of Level II is to build on the fundamental aquatic locomotion, safety, and rescue skills presented in Level I. Students learn to float without support and to recover to a vertical position. This level marks the beginning of true locomotion skills and adds to the self-help and basic rescue skills begun in Level I.

**Swim Level III: Stroke Readiness** Prerequisites: A Learn to Swim Level II Certificate. The purpose of Level III is to build on the aquatic locomotion, safety, and rescue skills presented in Level II by providing Participants with additional guided practice. Students learn to coordinate the front crawl and back crawl. Elementary backstroke and the fundamentals of treading water and diving are also introduced.

**Swim Level IV: Stroke Development** Prerequisites: A Learn To Swim Level III Certificate. The purpose of Level IV is to develop confidence and competency in the aquatic locomotion, safety, and rescue skills presented so far. Students increase their endurance by swimming familiar strokes (elementary backstroke, front crawl and back crawl) for greater distances than at Level III. The Breaststroke and Sidestroke are also introduced.

**Swim Level V: Stroke Refinement** Prerequisites: A Learn to Swim Level IV Certificate. The purpose of Level V is to coordinate and refine the keystrokes presented thus far, and to introduce the Butterfly, Open Turns, and the Feet-First Surface Dive.

**Swim Level VI: Skill Proficiency** Prerequisites: A Learn to Swim Level V Certificate. The purpose of level VI is to polish strokes presented in previous levels, swim greater distances, and to introduce the Pike Dive, Tuck Surface Dive, and additional Turns.

**Guard Start:** American Red Cross Guard Start; Life guarding Tomorrow is a program designed to guide youth in the American Red Cross life guarding program by building a foundation of knowledge, attitudes and skill for future lifeguards. It consists of five categories: Prevention, Fitness, Response, Leadership and Professionalism.

APPENDIX A

SANDY BEACH GROUP USE FORM

(return form to Ellington Parks & Recreation 31 Arbor Way P.O. Box 187 Ellington, CT 06029)

Name of Family Name/ ORGANIZATION:

\_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ E-mail address \_\_\_\_\_

DESCRIPTION OF EVENT: \_\_\_\_\_

\_\_\_\_\_

Requested Date for Event: \_\_\_\_\_

Requested time frame for Event: \_\_\_\_\_

RAIN DATE

ARRANGEMENTS \_\_\_\_\_

NUMBER OF PARTICIPANTS INVOLVED \_\_\_\_\_ # children \_\_\_\_\_ # Adults

\_\_\_\_\_ TYPE OF SUPERVISION/ NAMES OF  
SUPERVISORS \_\_\_\_\_

\_\_\_\_\_

**TAKE NOTE:** Be sure to make your group aware of the rules and regulations of Sandy Beach. If there is an incidence of misconduct, your group may be asked to leave. Participants at the gate booth can make payment as they arrive the day of the event, or you can pre-pay or be billed (please let us know in advance). **No alcohol or illegal substances are allowed.** Please pick-up any trash left by your party. You have access to the Grills that are in the picnic area, but please dispose of the ashes properly. **NO OPEN Fires or Gas/Propane Grills allowed. NO DOGS ALLOWED ON OR IN BEACH AREA.**

**CHOICE OF PAYMENT (please check choice):** Cash or Check Accepted

\_\_\_\_\_ Pay at beach

\_\_\_\_\_ Pre-pay

\_\_\_\_\_ Bill

Paid By \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

Copies to be given to Contact listed above, and the Waterfront Director.

**APPENDIX B**

**2015 Sandy Beach Waterfront Staff**

**Waterfront Director**

Mary M. Bartley

**Assistant Waterfront Director**

Allison Wylie

Rebecca Anderson

**Head Guards**

Katie Stabinsky

**Water Safety Instructors**

Allison Wylie

Rebecca Anderson

Katie Stabinsky

**Lifeguards**

Rebecca Anderson

Devonney Waters

Kyle Wesley

Allison Wylie

Katherine Stabinsky

Meagan Bartley

Mackenzie Marsters

Philip Nicolescu

Gwendolyn Paseka

Jessica Miller

Abigail Wylie

Kevin Sisco

Abby Magnuson

Adam Mayne

Sarah Riley

Logan Terry

Natalie Heaney

Sarah Karszes

Alicia Russell

**Subs**

Zachary Polansky

Brittany Lemire

Bethany Parisi

**APPENDIX C**  
**TOWN OF ELLINGTON RECREATION DEPARTMENT**  
**CONTRACTUAL AGREEMENT**

**Town of Ellington Agreement:**

1. As a seasonal employee of the Recreation Department, you will be paid the hourly wage

Of \_\_\_\_\_ per hour from **June 6, 2015** to **August 16, 2015** in the position of

**Water Safety Instructor/ Lifeguard** Or **Lifeguard**

(Wage pending: Recreation Commission Approval – June 1, 2015 and also budget approval via town meeting).

**Working Hours assigned to you, on a weekly basis, during the full season (June 20, 2015- August 16, 2015) will be approximately \_\_\_\_\_ hours a week.**

**Working Hours assigned to you during the pre-season (May30, 2015 – June 14, 2015) will be approximately \_\_\_\_\_ hours.**

**Working Hours assigned to you after full season (August 2015) will be assigned based on staff availability.**

However, the Recreation Department reserves the right to reduce an individual's working hours due to inclement weather, an employee's conduct relating to job performance, or a reduction in the people using the facility, which require adjustments in all employees' schedules. It is also possible hours may increased due to hot weather and/or increased beach use.

All seasonal employees will receive a written evaluation at mid-point of the summer season and at the conclusion of their contractual obligation. Assigned working hours may be either reduced or increased based on that performance rating.

2. All employees who work full-time (35 or more hours and/or headguards) will be offered alternative work (other recreation programs, office work, etc.) on rain days. Lifeguards that do not work on a rain-day will be paid **\$15 dollars or the amount of hours worked** (whichever yields more pay). Gate Attendants will be paid **\$10 dollars or amount of hours worked**.

3. Social Security payment to the Federal Government will be paid half by the Recreation Department and half by the employee.

4. Paid breaks are approximately **10 minutes** each hour for guards, at least one break during each gate shift, and lunch **20 - 30 minutes (on site)**.

5. Designated bathing suit/uniform must be worn during working hours. The Town reserves the right to select the style, color, and company.

6. Discounted training for **CPR/AED, STANDARD FIRST-AID, LIFEGUARD TRAINING, AND WATER SAFETY INSTRUCTOR** if taken during sessions offered through this department. One - half of the cost of these courses, up to \$50.00 maximum per course, will be refunded (with receipt of payments).

7. Any hours worked over 40 in a calendar week will be paid time and one-half.

**Employee agreement:**

I, \_\_\_\_\_, will perform duties listed in the job description, and understand and will adhere to policies listed in the Sandy Beach Operations Manual.

DATE

SIGNATURE

**APPENDIX D**

**2015 SANDY BEACH**

**STAFF & EMERGENCY CONTACTS PHONE LIST**

**Mary M. Bartley .....office 860-870-3118.....cell 860-918-2796.....**

**Bob Tedford.....office 860-870-3118.....cell 860-874-7276**

**Public Works Department.....860-870-3140**

**Parks & Recreation Commission Members**

**Gordon Oliver .....860-872-2833hm.....860-966-9587cell**

**Tom Boscarino.....860-875-8788hm ...860-202-1764 cell...1-860-659-5657wrk**

**Kevin Hayes.....860-872-1313hm.....860-614-8212cell**

**ELLINGTON TOWN HALL.....860-870-3100**

**POLICE.....860-875-1522**

**Troop C Tolland Barracks.....860-896-3200**

**EMERGENCY 911**

**APPENDIX E**  
**SANDY BEACH**  
**CONCESSION APPLICATION**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_ BEST TIME TO CALL \_\_\_\_\_

PLEASE LIST THREE REFERENCES NOT RELATED TO YOU. (IN RELATION TO BUSINESS WITH PHONE NUMBERS).

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**A. INSURANCE COVERAGE:**

1. PERSONAL \_\_\_\_\_

2. BUSINESS COVERAGE \_\_\_\_\_

**B. LICENSE (S) TO OPERATE:**

1. TOWN \_\_\_\_\_

2. NORTHERN CT. HEALTH DEPT. \_\_\_\_\_

**C. HOURS INTERESTED IN OPERATING AT THE WATERFRONT:** \_\_\_\_\_

\_\_\_\_\_

**D. CONTRACTUAL AGREEMENT WITH OUTSIDE VENDORS:** \_\_\_\_\_

\_\_\_\_\_

**E. ELECTRICAL AGREEMENT: ALL VENDORS ASUMING THE RESPONSIBILITY OF ELECTRICITY MUST HANDLE ALL ARRANGEMENTS THROUGH CL&P.**

**F. TENTATIVE MENU TO BE OFFERED:** \_\_\_\_\_

\_\_\_\_\_

**G. LOCATION REQUIRED: 1ST choice** \_\_\_\_\_ **2ND**  
**choice** \_\_\_\_\_

**H. NUMBER OF EMPLOYEES TO BE HIRED?** \_\_\_\_\_

**APPENDIX F**  
**Crystal Lake Sandy Beach**  
**DAILY CASH RECEIPT AND MAINTENANCE FORM**  
**2015**

DATE: \_\_\_\_\_

**SHIFT I**

STARTING CASH \_\_\_\_\_

Total Cash Collected \$ \_\_\_\_\_ Cash Taken By Mary or Bob \_\_\_\_\_

Total Beach Passes Used \_\_\_\_\_

Money deposited and sent (time) \_\_\_\_\_ with (Signature) \_\_\_\_\_

**Total Cash from Shift \$ \_\_\_\_\_**

**MAINTENANCE REPORT**

Weather Description \_\_\_\_\_

**Morning**

Sand \_\_\_\_\_

Shoreline \_\_\_\_\_

Buoys, Raft, Etc. \_\_\_\_\_

Grass Region \_\_\_\_\_

Pump House (A.M. Check) \_\_\_\_\_

Two Guards must initial \_\_\_\_\_

Daily Log (other comments/problems):

**Evening**

Sand \_\_\_\_\_

Shoreline \_\_\_\_\_

Buoys, Raft, Etc. \_\_\_\_\_

Grass Region \_\_\_\_\_

Pump House clean & secure (6-6:45pm )

Signature of Gate Attendant \_\_\_\_\_

Signature of Head Guard \_\_\_\_\_

**ONE COPY FOR REVENUE BAG AND ONE COPY TO BE LEFT WITH BEACH FILES.**

**APPENDIX G**  
**TOWN OF ELLINGTON**  
**RECREATION DEPARTMENT**  
Crystal Lake Sandy Beach  
**REPORT OF ACCIDENT**

Place of Accident? : **ON Beach? In Water? What Area?** \_\_\_\_\_

Date of Accident: \_\_\_\_\_ Time: \_\_\_\_\_

Name of Person Injured: Full Name \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Full Description of Accident and Injury: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**What Happened, and How did it occur?** \_\_\_\_\_

**Describe the injury- where is it?** \_\_\_\_\_

Swimming Ability of Injured Person \_\_\_\_\_

Water Conditions \_\_\_\_\_ Weather Conditions \_\_\_\_\_

Type of First – Aid Administered: \_\_\_\_\_

\_\_\_\_\_

Where were they taken? (Hospital, released to parents)? \_\_\_\_\_

\_\_\_\_\_

Name and Address of Witnesses: \_\_\_\_\_

\_\_\_\_\_

Accident Report By: **STAFF MEMBER WHO ATTENDED TO VICTIM** \_\_\_\_\_

\_\_\_\_\_  
SUPERVISOR

THIS FORM MUST BE FILLED OUT IN DUPLICATE – ONE COPY TO THE RECREATION DEPT.  
VIA REVENUE BAG, ONE COPY TO REMAIN AT FACILITY

**APPENDIX H**  
**TOWN OF ELLINGTON**  
**RECREATION DEPARTMENT**  
**Crystal Lake Sandy Beach**  
**INCIDENT REPORT**

TO: **RECREATION COMMISSION, RECREATION DIRECTOR**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

Attendant(s) on Duty: \_\_\_\_\_

Nature of Incident: \_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_  
SIGNATURE

THIS FORM MUST BE FILLED OUT IN DUPLICATE - ONE COPY TO THE RECREATION DEPARTMENT VIA REVENUE BAG, ONE COPY TO REMAIN AT THE FACILITY.

**APPENDIX I**  
**TOWN OF ELLINGTON**  
**RECREATION DEPARTMENT**

**SUGGESTION and COMPLAINT FORM**

TO: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

ATTENDANT(S) ON DUTY: \_\_\_\_\_

SUGGESTIONS and COMPLAINTS: \_\_\_\_\_

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SIGNATURE

THIS FORM MUST BE FILLED OUT IN DUPLICATE - ONE COPY TO THE RECREATION DEPARTMENT VIA REVENUE BAG, ONE COPY TO REMAIN AT FACILITY.

**APPENDIX J**  
**TOWN OF ELLINGTON RECREATION DEPARTMENT**  
**LIFEGUARD EVALUATION**

**(THIS FORM WILL BE COPIED OUT OF THE RED CROSS  
LIFEGUARD MANAGEMENT BOOK)**

## **APPENDIX K**

### **REST ROOM MAINTENANCE**

- 1. Lenny Descheneaux: 860-335-1939 / 860-930-8133**
- 2. Tim Webb 860-402-1500**

**IF PUMPING STATION NEEDS ATTENTION, CALL IN ORDER!!!!**

**Public Works Department ~860-870-3140**

**Police Department ~860- 875-1522      911 emergencies**

## **APPENDIX L**

**(REFERENCE FROM AMERICAN RED CROSS LIFEGUARD  
CD/ROM)**